



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 15, 2015

Jessica Willenborg  
3273 Vine Rd  
Dyersville, IA 52001

Dear Child Care Provider,

This letter is in regards to the 4/14/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **The part of the house that is being remodeled is gated off from the childcare area. However you do need to put caps and covers on the electric outlets as they complete the work before children are allowed in that area. The other items below need to be completed also.**
- ☐ 110.5(1)e All accessible electrical outlets are safely capped. **Continue to keep the area that is being remodeled off limits until the work is done. All outlets were capped in the childcare area or sliding safety outlets. Please notify me when that work is completed as I may need to have pictures sent of the outlets.**
- ☐ 110.5(1)i An annual laboratory analysis shows satisfactory bacteriological quality if a private water supply is used. Nitrate analysis when children under 2. **You need to find the results.**
- ☐ 110.5(1)i If water is determined unsuitable for drinking, commercially bottled water or water treated and approved by the health department is provided.
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. **You need one by the childcare area entrance.**
- ☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas. **The locations you have on the other signs are good.**
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. **When this worker arrived provider stated she was waiting on the vet to do the examinations on the dogs. Provider will print off the forms for the appointment then provide copies of forms to DHS.**
- ☐ 110.5(2) A provider file is maintained and contains:
  - ☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years. **You need to get a copy from your recent appointment. You had a copy of the new form to use.**
  - ☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid

course and CPR. **Provider states she has to only comply with foster care rules regarding first aid training. This worker is not aware of any rule provider only has to comply with foster care rules, therefore she is in violation of child care rule. Class needs to be taken ASAP and documentation of completed class provided to DHS.**

☐ 110.5(8) Children's Files. **I am enclosing a copy of my sheets with items highlighted to be updated. You had 4 school age files and 2 files are due for updating next month, 2 files need updated this month. Also one of those files need to have his old physical and immunization record.**

☐ 110.5(8) An individual file is maintained for each child and **updated annually** or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary**

corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: 6/1/15

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS if you have any questions regarding this letter.

Sincerely,

*Glenda Currier*

Glenda Currier, SW II, Childcare Specialist, [gcurrie@dhs.state.ia.us](mailto:gcurrie@dhs.state.ia.us)

563/557-8251 or 690-5422 ext. 422 800/650-6361 for long distance only Fax: 563/557-9177

**MACHELLE PEZLEY**

Machelle Pezley

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can contact Child Care Resource and Referral.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).